

JLMC Meeting Minutes - January 5, 2016
Windham Fire Station, Fellows Rd, Windham NH

The meeting was called to order at 9:11am.

Members Present: Cheryl Haas (Non-Union), Deputy Fire Chief Bill Martineau (Management), Dave Poulson (Management), Pat Robertson (Fire Union), Nicole Bottai (Management.)

Members Excused: Charlotte Misuraca (Municipal Union.)

Minutes:

Pat Robertson made a motion to approve the minutes from November 18, 2015 with correcting the spelling of Nicole Bottai's last name; seconded by Dave Poulson, the vote carried 5-0.

Drills:

Deputy Martineau conducted successful fire drills at the Bartley House, Town Hall, and Community Development in November 2015. He will be doing a drill at the Nesmith Library soon.

He noted that he has been in contact with Captain Caron from the Police Department regarding drills on how to deal with difficult people, how to work the panic alarms, etc. Nicole Bottai reminded the Committee that the Town Hall is very busy this time of year with abatements and absentee ballots. It was the consensus of the Committee for Deputy Martineau to work on police drills/training for the Town Hall this month and then the other buildings in mid-April.

Dave Poulson reported that the panic buttons (wireless) have been updated and are functioning at the Town Hall. He will look into upgrading the other buildings to wireless as well.

Trainings:

Dave Poulson spoke with Primex and recommends a training called *Building and Maintaining a Positive Risk Management Culture*. The course is approximately 60-90 minutes and discusses how to manage risks in the workplace and the importance of risk management for all employees. The Committee suggested to add another topic to this training such as how to deal with difficult people. Dave Poulson will work with Primex on offering this training in April/May to be held at the Town Hall.

Cheryl Haas will look into CPR/AED for those employees who missed the training in April, or if there are any new employees. The tentative schedule for 2016 is: fire extinguisher training in the spring; CPR for those who need it, and the training mentioned above.

Survey Results:

The Committee reviewed the surveys that were returned and will be visiting some buildings to view some of the items listed. There was a brief discussion on the difference between maintenance requests verse JLMC related issues. Dave Poulson will bring this topic up at the next Department Head meeting.

Other:

Nicole worked on the Town Hall EAP, as it needed some updating. She is going to work with Dave Sullivan and Pat Robertson on completing this project.

Nicole also asked if the yearly safety and maintenance walk-throughs of the building could be done two times a year instead of once. The Committee saw no issue with this.

Website

Cheryl Haas noted that the JLMC website has been created under 'Committees' at WindhamNH.gov and is full of useful information.

Next Meeting

The next JLMC meeting is scheduled for Monday, March 14, 2016 at 9 am at the Bartley House, 4 North Lowell Rd, Windham NH. The Committee is interested in having a Board of Selectmen liaison join the Committee this year.

Dave Poulson made a motion to elect Pat Robertson as Vice Chair of the JLMC; seconded by Cheryl Haas; the vote carried 5-0.

Cheryl Haas made a motion to adjourn at 10:29 am; seconded by Pat Robertson, the vote carried 5-0.

Respectfully Submitted,

Cheryl Haas
Recreation Coordinator